

# MEMORANDUM

**STATE OF ALASKA**  
**Department of Transportation & Public Facilities**  
**Alaska Marine Highway System**

To: **Master M/V Columbia**

Date: **May 12, 2021**

From: **Captain Umeko Seaver**  
**Port Captain**

Telephone: **(907) 228-7281**

Subject: **Transition Memorandum**  
**Layup to Overhaul to Layup**  
**Amendment #6**

\*\*\*\*\*TRANSITION\*\*\*\*\*

1. The M/V Columbia will serve as the hotel ship providing lodging only for eligible crew beginning Monday, 05 October 2020 or sooner as necessary.
2. If the vessel is transiting outside of their normal area of operation, ensure the appropriate OSRO e.g. Chadux, SeaPro or WSMC is notified.
3. The appropriate IT Work Request will be submitted to ensure continuity of computer services during the overhaul period.
4. IBU crew will work 8.4 hour days, five consecutive days followed by 2 days off. MM&P will work 12 hour days on a 2x2 schedule. MEBA work schedule will be in accordance with MEBA CBA, unless a LOA is signed to address an alternate work schedule.
5. Crew members will receive meal and lodging per diem, if applicable, when the vessel is unable to provide those services per respective bargaining agreements, as determined by the Operations or Engineering Manager.
6. A decrease in IBU manning levels will occur at close of business on Friday, 30 October 2020 as indicated.
7. An increase in IBU manning levels will occur on Saturday, 31 October 2020 as indicated.
8. An increase in MEBA manning levels will occur on Sunday, 22 November 2020 as indicated.
9. An increase in MM&P manning levels will occur on Wednesday, 25 November 2020 as indicated.
10. The Columbia will transition to overhaul status on or around Wednesday, 25 November 2020.
11. The Columbia will continue serving as hotel ship until another vessel is available to assume coverage, date TBD.
12. All Passenger Services crew assigned to vessels in Ketchikan shipyard shall coordinate their efforts to cover duties and support the vessel designated as hotel ship.

13. An increase in IBU manning levels will occur on Saturday, 28 November 2020 as indicated.  
(This increase wasn't carried forward in the Deck manning. Correcting error).
14. An increase in IBU manning levels will occur on Monday, 25 January 2021 as indicated.
15. A decrease in MEBA manning levels will occur at close of business on Sunday, 31 January 2021 as indicated.
16. The Columbia will return to layup status on Monday, 01 February 2021.
17. A decrease in MM&P manning levels will occur at close of business on Wednesday, 03 February 2021 as indicated.
18. A decrease in IBU manning levels will occur at close of business on Friday, 05 February 2021 as indicated.
19. The Columbia will resume coverage as hotel ship for eligible crew, providing lodging only, on or around Monday, 01 March 2021.
20. A decrease in IBU manning levels will occur at close of business on Friday, 16 April 2021 as indicated.
21. **The Columbia has ended hotel service as of May 3, 2021. There will be no hotel ship until further notice.**
22. **A decrease in IBU manning levels will occur at close of business on Friday, 14 May 2021 as indicated.**

\*\*\*\*\*MANNING\*\*\*\*\*

1. Current layup manning levels:

<b>Deck</b>	<b>Engine</b>	<b>Steward</b>	<b>Purser</b>
1 Master	1 Chief Engineer	2 Stewards	1 Chief Purser
2 Mates	1 1 <sup>st</sup> Asst. Engineer		
2 Ordinary Seamen	1 2 <sup>nd</sup> Asst. Engineer		
	1 3 <sup>rd</sup> Asst. Engineer		
	1 Jr. Engineer		
	1 Oiler		

2. Decrease IBU manning levels on Friday, 30 October 2020 to:

<b>Deck</b>	<b>Engine</b>	<b>Steward</b>	<b>Purser</b>
1 Master	1 Chief Engineer		1 Chief Purser
2 Mates	1 1 <sup>st</sup> Asst. Engineer	1 Steward	
2 Ordinary Seamen	1 2 <sup>nd</sup> Asst. Engineer		
	1 3 <sup>rd</sup> Asst. Engineer		
	1 Jr. Engineer		
	1 Oiler		

3. Increase IBU manning levels on Saturday, 31 October 2020 to:

<b>Deck</b>	<b>Engine</b>	<b>Steward</b>	<b>Purser</b>
1 Master	1 Chief Engineer	1 Chief Steward	1 Chief Purser
2 Mates	1 1 <sup>st</sup> Asst. Engineer	1 Steward	
2 Ordinary Seamen	1 2 <sup>nd</sup> Asst. Engineer		
	1 3 <sup>rd</sup> Asst. Engineer		
	1 Jr. Engineer		
	1 Oiler		

4. Increase MEBA manning levels on Sunday, 22 November 2020 to:

<b>Deck</b>	<b>Engine</b>	<b>Steward</b>	<b>Purser</b>
1 Master	1 Chief Engineer	1 Chief Steward	1 Chief Purser
2 Mates	1 1 <sup>st</sup> Asst. Engineer	1 Steward	
2 Ordinary Seamen	1 2 <sup>nd</sup> Asst. Engineer		
	2 3 <sup>rd</sup> Asst. Engineers		
	1 Jr. Engineer		
	1 Oiler		

5. Increase MM&P manning levels on Wednesday, 25 November 2020 to:

<b>Deck</b>	<b>Engine</b>	<b>Steward</b>	<b>Purser</b>
1 Master	1 Chief Engineer	1 Chief Steward	1 Chief Purser
1 Chief Mate	1 1 <sup>st</sup> Asst. Engineer	1 Steward	
2 Mates	1 2 <sup>nd</sup> Asst. Engineer		
2 Ordinary Seamen	2 3 <sup>rd</sup> Asst. Engineers		
	1 Jr. Engineer		
	1 Oiler		

6. Increase IBU manning levels on Saturday, 28 November 2020 to:

<b>Deck</b>	<b>Engine</b>	<b>Steward</b>	<b>Purser</b>
1 Master	1 Chief Engineer	1 Chief Steward	1 Chief Purser
1 Chief Mate	1 1 <sup>st</sup> Asst. Engineer	1 Steward	
2 Mates	1 2 <sup>nd</sup> Asst. Engineer		
1 Bosun	2 3 <sup>rd</sup> Asst. Engineers		
3 Able Bodied Seamen	1 Jr. Engineer		
2 Ordinary Seamen	1 Oiler		
1 OS Porter	1 Wiper		

7. Increase IBU manning levels on Monday, 25 January 2021 to:

<b>Deck</b>	<b>Engine</b>	<b>Steward</b>	<b>Purser</b>
1 Master	1 Chief Engineer	1 Chief Steward	1 Chief Purser
1 Chief Mate	1 1 <sup>st</sup> Asst. Engineer	2 Stewards	
2 Mates	1 2 <sup>nd</sup> Asst. Engineer		
1 Bosun	2 3 <sup>rd</sup> Asst. Engineers		
3 Able Bodied Seamen	1 Jr. Engineer		
2 Ordinary Seamen	1 Oiler		
1 OS Porter	1 Wiper		

8. Decrease MEBA manning levels on Sunday, 31 January 2021 to:

<b>Deck</b>	<b>Engine</b>	<b>Steward</b>	<b>Purser</b>
1 Master	1 Chief Engineer	1 Chief Steward	1 Chief Purser
1 Chief Mate	1 1 <sup>st</sup> Asst. Engineer	2 Stewards	
2 Mates	1 2 <sup>nd</sup> Asst. Engineer		
1 Bosun	1 3 <sup>rd</sup> Asst. Engineer		
3 Able Bodied Seamen	1 Jr. Engineer		
2 Ordinary Seamen	1 Oiler		
1 OS Porter	1 Wiper		

9. Decrease MM&P manning levels on Wednesday, 03 February 2021 to:

<b>Deck</b>	<b>Engine</b>	<b>Steward</b>	<b>Purser</b>
1 Master	1 Chief Engineer	1 Chief Steward	1 Chief Purser
2 Mates	1 1 <sup>st</sup> Asst. Engineer	2 Stewards	
1 Bosun	1 2 <sup>nd</sup> Asst. Engineer		
3 Able Bodied Seamen	1 3 <sup>rd</sup> Asst. Engineer		
2 Ordinary Seamen	1 Jr. Engineer		
1 OS Porter	1 Oiler		
	1 Wiper		

10. Decrease IBU manning levels on Friday, 05 February 2021 to:

<b>Deck</b>	<b>Engine</b>	<b>Steward</b>	<b>Purser</b>
1 Master	1 Chief Engineer	1 Chief Steward	1 Chief Purser
2 Mates	1 1 <sup>st</sup> Asst. Engineer	2 Stewards	
2 Ordinary Seamen	1 2 <sup>nd</sup> Asst. Engineer		
	1 3 <sup>rd</sup> Asst. Engineer		
	1 Jr. Engineer		
	1 Oiler		

11. Decrease IBU manning levels on Friday, 16 April 2021 to:

<b>Deck</b>	<b>Engine</b>	<b>Steward</b>	<b>Purser</b>
1 Master	1 Chief Engineer	1 Chief Steward	1 Chief Purser
2 Mates	1 1 <sup>st</sup> Asst. Engineer	1 Steward	
2 Ordinary Seamen	1 2 <sup>nd</sup> Asst. Engineer		
	1 3 <sup>rd</sup> Asst. Engineer		
	1 Jr. Engineer		
	1 Oiler		

12. Decrease IBU manning levels on Friday, 16 April 2021 to:

<b>Deck</b>	<b>Engine</b>	<b>Steward</b>	<b>Purser</b>
1 Master	1 Chief Engineer	1 Chief Steward	
2 Mates	1 1 <sup>st</sup> Asst. Engineer	1 Steward	
2 Ordinary Seamen	1 2 <sup>nd</sup> Asst. Engineer		
	1 3 <sup>rd</sup> Asst. Engineer		
	1 Jr. Engineer		
	1 Oiler		

Cc: Captain John Falvey, General Manager (via email)  
 Captain Tony Karvelas, Operations Manager (via email)  
 Mr. Matthew McLaren, Business Dev. Manager (via email)  
 Ms. Lily Albecker, Budget Analyst (via email)  
 Captain Umeko Seaver, Port Captain (via email)  
 Captain Kevin Staples, Port Captain (via email)  
 Mr. Hakan Sebcioglu, Port Steward (via email)  
 Ms. Denise Pooler, Passenger Services Inspector (via email)  
 Terminal Operations Management (via e-mail)  
 Ms. Kerri Traudt, Scheduling Coordinator (via email)  
 Ms. Aprill Gass, Licensed Dispatcher (via email)  
 Ms. Deborah Porter, Dispatch Supervisor (via email)  
 Mr. Craig Bisson, Unlicensed Dispatcher (via email)  
 Mr. James Corrao, Unlicensed Dispatcher (via email)  
 Ms. Leslie Brewer, Administrative Officer II (via email)  
 Ms. Vendula Cadiente, Administrative Assist. II (via email)  
 Ms. Julia Scarzella, Accounting Tech II (via email)  
 Ms. Christen Harrington, Environmental Spec IV (via email)  
 Ms. Linda Hall, Office Assistant I (via email)  
 Master, AMHS Vessels (via email)  
 Chief Mate, AMHS Vessels (via email)  
 Chief Engineer, AMHS Vessels (via email)  
 Chief Purser, AMHS Vessels (via email)  
 Chief Steward, AMHS Vessels (via email)

Mr. Cisco Flores, Marine Engineering Manager (via email)  
 Mr. Tom Carey, Port Engineer (via email)  
 Mr. Bill Gann, Port Engineer (via email)  
 Ms. Nicole Lamanna, Vessel Construction Mgr I (via email)  
 Mr. Wayne Phillips, Vessel Construction Mgr III (via email)  
 Mr. Ward Mace, Facilities Mgr (via email)  
 Ms. Shanna Burns, Human Resources (via email)  
 Mr. Matthew Cabrigas, Technical Services (via email)  
 Ms. Leah Wilson, Payroll Services Supervisor (via email)  
 Ms. Diane Anderson, Finance (via email)  
 Mr. Nino Bohulano, Finance (via email)  
 Mr. Don Owens, SE Warehouse (via email)  
 Ms. Cherish Petrenchak, Procurement (via email)  
 Ms. Suzanna Lessard, Procurement (via email)  
 Mr. William Miller, ISM Coordinator (via email)  
 Ms. Amy Wilson, Training Coordinator (via email)  
 IT Network Specialists (via email)  
 Labor Relations (via email)  
 Ms. Danielle Doyle, Dev Spec II, (via email)  
 Ms. Dawn Millen, Publications Specialist III (via email)  
 Mr. Rex Hallman, Research Analyst (via email)  
 MM&P - Seattle  
 IBU – Juneau/Ketchikan  
 MEBA - Seattle